

## VS Recruitment Activity Report

School/Organization:
Event:
Location:
Date(s):
Recruiter(s):
Telephone No:

### TYPE OF ACTIVITY:

Career Day/Job Fair \_\_\_\_\_  
Class/Group Presentation \_\_\_\_\_

Number of participants/students that visited booth: \_\_\_\_\_  
(Note: Requesting number of individuals in which there was actual interaction/discussion)

If known, provide the number of participants in each of the following categories:

_____ White Male	_____ Hispanic Male
_____ White Female	_____ Hispanic Female
_____ Black Male	_____ Asian Male
_____ Black Female	_____ Asian Female
_____ American Indian Male	_____ Pacific Islander Male
_____ American Indian Female	_____ Pacific Islander Female
_____ Alaskan Native Male	
_____ Alaskan Native Female	

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### EXPENSE SUMMARY

#### TRAVEL EXPENSES:

Transportation (Air): \_\_\_\_\_  
Transportation (Ground): \_\_\_\_\_  
Lodging: \_\_\_\_\_  
MI&E: \_\_\_\_\_  
Car Rental: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Parking: \_\_\_\_\_  
Miscellaneous (Identify): \_\_\_\_\_  
Miscellaneous (Identify): \_\_\_\_\_

TOTAL: \_\_\_\_\_

#### EVENT EXPENSES:

Booth Fee: \_\_\_\_\_  
Shipping/handling: \_\_\_\_\_  
Audio Visual Fees: \_\_\_\_\_  
Miscellaneous (Identify): \_\_\_\_\_  
Miscellaneous (Identify): \_\_\_\_\_

TOTAL: \_\_\_\_\_

Grand Total :\$ \_\_\_\_\_

## Professional/University Contacts

**Please provide the following information for each organizational representative contacted:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**COMMENTS:**

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**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_